MEMORANDUM FOR: Director of Communications



07 NOV 1985

		Director of Information Services
		Director of Information Technology
		Director of Logistics
		Director of Medical Services
		Director of Personnel
		Director of Security
	•	Director of Training and Education
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STAT .	FROM:	
		Executive Officer to the DDA
	SUBJECT:	Federal Manager's Financial Integrity Act
STAT	ſ	
SIAI	REFERENCE:	
	1. The DDA	A is required to submit to the Executive Director, a report
STAT	which is due 20	November, assuring that the controls specified in
	are managed eff	iciently and effectively. Therefore, please sign the attached
	form acknowledg	ging your office's internal accounting and administrative
	controls for FY	1985, and return to me by 15 November 1985.
		•
	2. If ther	e are any exceptions, they should be incorporated in the
•	statement, toge	ether with an explanation of proposed corrective action.
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SIAI		
	Attachment	
		•
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	_85
,	Date:
MEMORANDUM FOR:	Deputy Director for Administration
FROM:	Robert A. Ingram
	Office of Medical Services
SUBJECT:	Internal Accounting and Administrative Control Directive
•	
To the best	of my knowledge, the activities taking place during FY 198
within my offic	e have been appropriately approved and carried out in
accordance with	law and Agency regulations. Obligations are valid and are
supported in ac	cordance with Agency regulations. Expenditures have been
	ed. Due care has been exercised to protect resources from
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	normalistics. Astivities have been managed in an efficient
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misuse and misa	ppropriation. Activities have been managed in an efficient r. Internal accounting and administrative controls are
misuse and misa effective manne	ppropriation. Activities have been managed in an efficient r. Internal accounting and administrative controls are effective. Exceptions, if any, are listed on a separate page
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Acknowledged:

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MEMORANDUM FOR:	Deputy Director for Administration
FROM:	Office of Information Services
SUBJECT:	Internal Accounting and Administrative Control Directive

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cknowledged:		

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	Date:
	MEMORANDUM FOR: Deputy Director for Administration
STAT	FROM: Office of Security
	SUBJECT: Internal Accounting and Administrative Control Directive
	To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in
	accordance with law and Agency regulations. Obligations are valid and are
	supported in accordance with Agency regulations. Expenditures have been
	properly approved. Due care has been exercised to protect resources from
	misuse and misappropriation. Activities have been managed in an efficient and
	effective manner. Internal accounting and administrative controls are
	operational and effective. Exceptions, if any, are listed on a separate page
	with an explanation of proposed corrective action.

Acknowledged:

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Date:		

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

William F. Donnelly

Office of Information Technology

SUBJECT:

Internal Accounting and Administrative Control Directive

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Date:	;
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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Robert W. Magee Office of Personnel

SUBJECT:

Internal Accounting and Administrative Control Directive

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

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Office of Communications

SUBJECT:

Internal Accounting and Administrative Control Directive

Acknowledged:		

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Training and Education

SUBJECT:

Internal Accounting and Administrative Control Directive

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Date:	

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Logistics

SUBJECT:

Internal Accounting and Administrative Control Directive

Acknowledged:		